

Information type	Document name	Document Date	Type of data held	Category of individual	Where does the data go?	Where and how is the data stored?	File Location	What security measures do you use?	Processing purpose	Lawful basis processing data	Minimum Retention period
Services											
Allotment register	Master Allotment Register	2007 onwards	Name, address	Tenant	Office staff	Parish Council Sharepoint EDGE IT Services - Allotment module	Documents\Allotments	Two factor authentication	Management	Contract	Indefinite
Allotment tenancy agreements	Tenancy agreements	2010 to present	Name, address	Tenant	Office staff / intended recipient	Parish Council Sharepoint EDGE IT Services - Allotment module	Documents\Allotments\tenancyagreements	Two factor authentication	Management	Contract	Indefinite
Allotment Correspondence	Notice of termination	2010 to present	Name, address, email address	Tenant	Office staff / intended recipient	Parish Council Sharepoint EDGE IT Services - Allotment module	Documents\Allotments\terminationletters	Two factor authentication	Management	Contract	Indefinite
Allotment Waiting list	Allotment waiting list	15.02.2023	Name, address, email address	Resident	Office staff	Parish Council Sharepoint EDGE IT Services - Allotment module	Documents\Allotments	Two factor authentication	Management	Contract	Until there is no longer an administrative requirement
Pavilion / Facility hire	Hallmaster online	Since 2016	Customer name, address, email address / invoices to individuals	Hirers	Office staff/intended recipient	Parish Council Sharepoint EDGE IT Services - Facilities and Finance module	Hallmaster online system	Two factor authentication	Management	Consent / contract	Until there is no longer an administrative requirement
Accident records	Accident records	2018 onwards	Records of accidents, names, address	hirers, employees, volunteers	Office Staff, intended recipient	Parish council sharepoint	Documents\accident records	Two factor authentication	Health and Safety	Legal obligation	3 years
Complaints, correspondence, official requests											
Email / letter correspondence	All documents in the folder	From 2014 onwards	Names, address, email address	Members of public	Clerk/ Council/intended recipient	Parish Council Sharepoint	Documents \complaints and correspondence	Two factor authentication	Management	Public task	Until there is no longer an administrative requirement
Email / letter correspondence	All documents in the folder	From 2013	Names, address, email address	Members of public	Clerk/ Council/ intended recipient	Parish Council Sharepoint	Documents \ Red Hall Farm Lane	Two factor authentication	Management	Contract / public task	Until there is no longer an administrative requirement
Neighbourhood Plan Steering Group Information	Various documents/reports/ correspondence / minutes in relation to the Neighbourhood Plan Steering Group	2015-2019	Name, address, email address	Representatives from the group/residents	Office staff/Council	Parish Council Sharepoint	Documents\1 Archive\Neighbourhood_Plan_Steering_Group	Two factor authentication	Management	Public Task	N/A
Correspondence/Legal documents	Various documents/ correspondence regarding the VHMC	2013-2016	Name, address, email address	Employee/Trustee/ Committee members	Office staff	Parish Council Sharepoint	Documents\1 Archive\Village Hall\VHMC	Two factor authentication	Management	Contract	Until there is no longer an administrative requirement
Official requests	Various emails/ correspondence/ ICO paperwork/SAR requests / log of requests	2015 onwards	Names, address, email address	resident	Clerk/Council	Parish Council Sharepoint	Documents\Data logs and requests	Two factor authentication	Management	Public task	Until there is no longer an administrative requirement
Neighbourhood Plan sub-committee	Correspondence	Jun-17	Name,email address	Resident / councillors	Office staff / Council / Neighbourhood Plan Sub-committee members	Sharepoint	Archive/NP sub-committee/Correspondence	Password protection	Management	Public task	Until there is no longer an administrative requirement
Electoral register											
Financial											
Finance	Sage records	Various	Contractor / beneficiary details - name, address, bank account information	Contractor, tenant, hirer, employees, other payees	Clerk / Council (as required) / Council's bank to make payments	Parish Council Sharepoint	Parish Council Sharepoint	Two factor authentication	Management / financial	Legal obligation	7 years (financial information)
Finance	EDGE IT Finance	Various	Contractor / beneficiary details - name, address, bank account information	Contractor, tenant, hirer, employees, other payees	Officers/ Council (as required) / Council's bank to make payments	EDGE IT Systems	EDGE IT Systems	Two factor authentication	Management / financial	Legal obligation	7 years (financial information)
Finance	Purchase Orders	2012- onwards	Names,address,email	Contractor	Office Staff	Parish Council Sharepoint	Documents\1 Archive\Accounts\Purchase Orders	Two factor authentication	Management	Legal obligation	7 years (financial information)
Finance	Invoices (sales and purchase)	2013 onwards	Names,address,email	Customer / supplier	Office staff/intended recipient	Parish Council Sharepoint / filing cabinet	Documents\1 Archive\Accounts\Documents\Finance Hallmaster online system	Two factor authentication	Management	Legal obligation / Contract	7 years
Finance	Audit documents	2013 onwards	Name,address	Employee/ Councillor	Office staff/intended recipient	Parish Council Sharepoint / filing cabinet	Documents\1 Archive\Accounts	Two factor authentication	Legal requirements	Legal obligation	7 years

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Finance	Authorisation documents	2013 onwards	Name, signature, beneficiary details including name, bank account information and amount paid.	Employees, contractors, any other beneficiaries	Clerk	Parish Council Sharepoint / filing cabinet	Documents/1Archive/Accounts Documents/Finance	Two factor authentication	Legal requirement	Legal obligation	7 years
Parish Council Grants	Various grant applications / log of grant requests	2017 onwards	Name, email address, address, telephone	Resident / village organisation	Clerk/Council	Parish Council Sharepoint	Documents/PC Grants	Two factor authentication	Management	Public task	5 years
Finance	Salaries	March 19 onwards	Salary information for staff	Employees	Clerk	Parish Council Sharepoint	Finance/accounts / year specific	Two factor authentication	Contract	Contract	Until there is no longer an administrative requirement
Finance	Change of account signatories	March 19 onwards	Names of councillors	Councillors	Clerk / Council's bank	Parish Council Sharepoint	Finance/accounts / year specific	Two factor authentication	Consent\ contract	Contract	Until there is no longer an administrative requirement
Minutes											
Minutes	All council and committee minutes	Various	Names	Councillors / community members	Council members, website	Parish Council Sharepoint, filing cabinet, publicly available	Documents/minutes Archive/minutes	N/A publicly available	Legal requirement	Public task	Indefinite
Minutes	Names of attendees	2018 to 2022	Name	Representatives from other local authorities	Office staff / Council	Parish Council Sharepoint	Documents/CliffCluster	Two factor authentication	Management	Publi task	Until there is no longer an administrative requirement
Employment information											
Employment contracts	Redacted_contract	Various	Name,address / employment information/ salary	Employee	Employee / Clerk	Parish Council OneDrive / locked storage	Onedrive/employees	Two factor authentication	Contractual	Contractual	Term of employment + 6 years
Employment information / personal identification	Redacted_employee info form	Various	Name,address	Employee	Employee /Clerk	Onedrive / locked storage	Onedrive/employees	Two factor authentication	Contractual	Contractual	Term of employment + 6 years
Payroll	Payslips for all members of staff	Various	Name,address, National Insurance number	Employee	Employee/HMRC	Onedrive / locked storage	Onedrive/employees	Two factor authentication	Legal obligation	Legal obligation	last year + 3 years
Payroll	Monthly Pay records	Various	Name,address, National Insurance number	Employee	Clerk / HMRC	Onedrive / locked storage	Onedrive/employees	Two factor authentication	Legal obligation	Legal obligation	last year + 3 years
Pension documents	Pension enrollment records / monthly returns	various	Name,address, salary	Employee	Clerk / Pension provider	Onedrive / locked	Onedrive/employees	Two factor authentication	Legal obligation	Legal obligation	4 years
HMRC records	P60, P45, other submissions	Various	Name,address, National Insurance number, salary information	Employee	Clerk / HMRC / employee	Onedrive / locked	Onedrive/employees	Two factor authentication	Legal obligation	Legal obligation	3 years
Training records	Training Record	2018 onwards	Name	Councillor / employee	Clerk/ Council	Parish Council Sharepoint	Councillor information/ Training record	Two factor authentication	Management	Contractual	As long as necessary
Applications for employment	Applications for employment (various)	various	Name, address, employment history, qualifications and other	Prospective employees	Recruitment panel / Clerk	Parish Council OneDrive	OneDrive/recruitment	Two factor authentication	Management	Contractual / Legal	1 year (unsuccessful applications)
Contact information and consent forms											
Contact information for village organisations and representatives	All documents in the folder	2019 onwards	Names, addresses, a mail address	Members of public\ village organisations	Office staff	Parish Council Sharepoint	Documents \ village organisations	Two factor authentication	Management	Consent / contractual	Until consent is withdrawn
Contact list	Cliff Cluster contact list	Sep-19	Name, email address	Representatives from other local authorities	Office staff	Parish Council Sharepoint	Documents\CliffCluster	Two factor authentication	Management	Consent	Until there is no longer an administrative requirement
Contact lists	Council members and committees	2020 onwards	Names, email address, committee membership	Councillors, community members	Office staff	Email account	Microsoft Outlook	Two factor authentication	Management	Consent	Until there is no longer an administrative requirement
Contact details	Volunteer contacts		Name,address,email address/health issues (if disclosed)	Clerk/ accessible to other volunteers in an emergency	Parish Council Sharepoint / locked filing cabinet		Library/Volunteers/Volunteer Contact	Two factor authentication / locked storage	Health and Safety	Legal obligation	Term of volunteering
Contact details	Volunteer contact list	Aug 18 onwards	Name, email address	Volunteer	Office staff	Parish Council Sharepoint	Document/Remembrance Sunday	Two factor authentication	Health and Safety	Legal obligation	Term of volunteering
Noticeboard publication	Councillor names / contact details for county/district councillors	May-20	Names /addresses	Councillors / district and county councillors	Publicly available	Parish Council Sharepoint	Documents/publications Website	N/A publicly available	Management	Public task	Term of office

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Consent forms	All documents in the folder	2016 onwards	Name, email address, signature	Councillor	Clerk	Parish Council Sharepoint	Documents\councillor forms\consent forms	Two factor authentication	Management	Consent	Until there is no longer an administrative requirement
Declaration of acceptance of office	All documents in the folder	2023 onwards	Name, signature	Councillor	Clerk	Parish Council Sharepoint	Documents\councillor forms\Declarations of acceptance	Two factor authentication	Legal requirement	Legal obligation	Term of office
Declaration of interests	All documents in the folder	May 2023 onwards	Name, signatures, employer, home address	Councillor	Clerk / NKDC monitoring officer	Parish Council Sharepoint	Documents\councillor forms\declarations of interests	Two factor authentication	Legal requirement	Legal obligation	Term of office